

## Local Communities Fund (Capital Programme) General guidance for organisations applying for funding towards:

### Gateway Signs / Brown Tourist Signs / Information Boards / Interpretation Boards / Interactive Signs / Traffic Calming / Memorials / Lighting Columns / Bins

This document aims to provide *introductory* guidance for organisations wishing to install an asset on the highway, e.g. signs, memorials, lighting columns or bins. It is *essential* that organisations seek specific guidance from the District Highways / VIA manager for their district. You can contact VIA East Midlands through their website: <https://www.viaem.co.uk/contact/>.

If your query relates to 'interactive speed signs', please contact Steve Marston at VIA. Steve has a vast amount of expertise in interactive signs and he can be contacted on 0115 9772154 or at [steve.marston@viaem.co.uk](mailto:steve.marston@viaem.co.uk).

#### **Schedule of Works**

Please note that it is possible that similar or conflicting work is scheduled for the asset you may be planning. You may see what works are planned here: <https://improvingyourroads.co.uk/>

Or for more detailed information about planned works, please contact: <https://www.viaem.co.uk/contact>.

#### **Manufacturers**

It is the organisation's responsibility to source a suitable manufacturer for all projects. The links below provide examples of signs, noticeboards and interpretation boards, and a small selection of manufacturers:

- <https://www.gssigns.co.uk/>
- [www.metro-signs.co.uk/noticeboards-cabinets/municipal/](http://www.metro-signs.co.uk/noticeboards-cabinets/municipal/)
- <http://essolutionsltd.co.uk/>

#### **Gateway Signs**

Gateway signs are usually at the request of the Parish Council. It is helpful if applicants for funding already have a quote from a suitable sign manufacturer, such as Morris Cast Signs.

Please note that gateway signs must:

- Include the County Council logo;
- Have sheer-off posts (for safety, in case the post is struck by a vehicle);
- Not include any solid structure such as flower planters (for safety, in case of being struck by a vehicle);
- Be pictorial (i.e. contain an image chosen by the Parish Council);
- Not sponsored or contain adverts (which would contravene current NCC guidelines).

Gateway signs are usually located on Highways land and as such will require permission from VIA Highways. If VIA are happy with the location, they will issue a licence or permission document for the Parish to go ahead with the sign. VIA will require that certain criteria is followed in relation to safety / maintenance / ownership etc.

**Example cost (excl. VAT) of gateway signs manufactured by Morris Cast Signs:**



- £2,295 Basic Sign
- £ 345 Strap Plate
- £ 550 Installation (one sign only)
- £ 895 Pattern Build

**£4,085** (assuming 1-day installation)  
**Plus** artwork costs + VAT\*

**\*Please note that costs may vary:**  
 Village Gateway signs also require artwork, the cost of which can range between £175 to £275 + VAT depending on its complexity.

**Brown Tourist Signs**

Brown Tourist Signs will only be granted for bone fide tourist attractions and one which supports the economic growth of the County. The same principles apply as for gateway signs (above) and would require a site visit by VIA for approval.

Further information about Brown Tourist Signs is available on the Council’s website (note that the information on the Council’s website contains both national and Nottinghamshire County Council guidance): [www.nottinghamshire.gov.uk/transport/licences-permits/brown-tourist-signs](http://www.nottinghamshire.gov.uk/transport/licences-permits/brown-tourist-signs).

Below is an example of the different types of Brown Tourist Signs:

Sign 1

Scheme Ref. Signs		x-height	100.0
Sign Ref. a	SIGN FACE		
Letter colour	WHITE	Width	2370mm
Background	BROWN	Height	525mm
Border	WHITE	Area	1.24sq.m
Material	Class RA 2 (12899-1;2007)		

2 x 76mm Ø posts  
type B foundations.

Sign 2

Scheme Ref. Signs		x-height	100.0
Sign Ref. a	SIGN FACE		
Letter colour	WHITE	Width	2370mm
Background	BROWN	Height	940mm
Border	WHITE	Area	2.22sq.m
Material	Class RA 2 (12899-1;2007)		

3 x 89mm Ø posts  
type B foundations.

Sign 3

Scheme Ref. Signs		x-height	100.0
Sign Ref. a	SIGN FACE		
Letter colour	WHITE	Width	2570mm
Background	BROWN	Height	1350mm
Border	WHITE	Area	3.47sq.m
Material	Class RA 2 (12899-1;2007)		

3 x 114mm Ø posts  
type A foundations.

Cost enquiries and installation for the above signs should be made to the following email:

[businessdevelopment@viaem.co.uk](mailto:businessdevelopment@viaem.co.uk)

## **Information Boards and Interpretation Boards**

The request for new or replacement **information boards** does not usually require any permission from the County Council as they are normally located on Parish Council land or on a Parish Council building. Nottinghamshire County Council have used Metrosigns, ES Solutions and G S Signs in the past, however organisations should seek their own manufacturer.

**Interpretation Boards** are usually located on District Council land (parks etc.) and as such will require permission from the landowner.

An example of a notice board provided by ES Solutions can be seen below:



1000mm x 1000mm (1 top hung door)

**Or:**

1200mm x 1000mm (2 side hung doors)

**Plus:**

Cost for Delivery & Installation

Prices will vary but should be sought from the manufacturer

## **Interactive Signs**

Interactive speed signs display the speed of approaching vehicles. Their purpose is to make motorists aware of when they are driving above the posted limit and slow down. Interactive signs are a little more complicated and require permission from VIA.

A typical interactive speed sign should consider the following costs: This includes:

- The purchase of the sign.
- (Reasonable) design costs for the sign.
- Location and electrical works.
- Installation of the sign and post; and,
- Maintenance\*.

\* **Remember:** Capital funding can be used to help with the initial cost of the capital asset, however it cannot be used for ongoing maintenance; therefore, organisations must ensure that they have plans and funds in place to maintain the sign. Maintenance is based on an average lifespan of 10 years and would be carried out at a cost by VIA Highways.

## **Traffic Calming**

Traffic Calming measures will only be considered in exceptional circumstances and requires several different factors to be taken into consideration.

It is strongly recommended that organisations read the information on the following link to help them to better understand what is required for traffic calming initiatives: <http://www.nottinghamshire.gov.uk/transport/speed-limits-traffic-calming/traffic-calming>.

## **Memorials**

Obtaining permission to install a memorial depends on where the memorial will be located. If it is planned for a park or on highways land it will need the necessary permission and may also require the involvement of the Nottinghamshire County Council Conservation Team. Jason Mordan has offered to assist with any queries and can be contacted on 0115 993 2594 or at [jason.mordan@nottscc.gov.uk](mailto:jason.mordan@nottscc.gov.uk).

If the memorial is a plaque to be located on a building, then the landowner / building owner will need to give written permission.

## **Lighting Columns**

Any changes to highways lighting columns must be approved by VIA. Lighting columns on highways cannot be painted, unless they are in a conservation area and require painting to stay in keeping with the area. If conservation lighting columns require renovating (painting etc.), this requires permission from VIA, as the process is lengthy; for example, columns require stripping back to the underlying steel followed by the application of 3 coats of paint, which can only be carried out by a specialist.

## **Dog Mess Bins or General Refuse Bins**

Installation of dog mess bins or general refuse bins requires permission from the local Borough or District Council as they will be responsible for emptying them.

Contact details for Borough and District Councils can be found below:

Ashfield District Council	01623 450 000
Bassetlaw District Council	01909 533 533
Broxtowe Borough Council	01159 177 777
Gedling Borough Council	01159 013 901
Mansfield District Council	01623 463 463
Newark & Sherwood District Council	01636 650 000
Rushcliffe Borough Council	01159 819 911

*Please note that the information in this document is correct at the time of publishing.*

*Details such as manufacturer costs and contacts may be subject to changes which are outside the control of Nottinghamshire County Council.*